

**U.S. PROBATION OFFICE
WESTERN DISTRICT OF NEW YORK**

VACANCY ANNOUNCEMENT NO. 11-09

Opening Date: August 19, 2011 **Closing Date:** August 29, 2011

LOCATION OF POSITION: **WESTERN DISTRICT OF NEW YORK - Buffalo & Rochester**
POSITION TITLE: **INTENSIVE SUPERVISION SPECIALIST**
SALARY RANGE: **CLASSIFICATION LEVEL 29**
STARTING DATE: **SEPTEMBER 2011**

DESCRIPTION OF DISTRICT, PROBATION OFFICE, WORKLOAD AND DUTIES:

District: The Western District of New York encompasses 17 counties and consists of two offices. There are three district court judges, three senior judges, and six full-time magistrate judges.

Probation Office: The probation office is headquartered in Buffalo and has one division office at Rochester. **One vacant position is available in each office**

Workload: Present workload includes supervision of probationers, supervised releasees, parolees, military parolees, pretrial releasees and pretrial diversion cases and the preparation of presentence investigations and all other types of investigations (including bail and pretrial diversion) for the court.

Representative Duties: An Intensive Supervision Specialist performs duties and responsibilities such as, but not limited to, the following:

- Supervise a specialized caseload of high-risk defendants to maximize adherence to imposed conditions, reduce risk to the community and to provide correctional treatment.
- Maintains personal contact with defendants through office contacts and collateral home and community contacts to monitor general compliance with release conditions.
- Develops guidelines and procedures to implement approved intensive supervision programs. Assists officers in utilizing the program and provides training to the staff in identifying and handling special offenders. Prepares program procedures in written form to ensure overall understanding and consistency with the district.
- Supervision of defendants released pursuant to conditions in accordance with the Adam Walsh Child Protection and Safety Act of 2006, including all responsibility for electronic monitoring of those defendants.
- Installation and monitoring of applications to investigate all activity on the computer, automated services, or connected devices owned or operated by defendants.
- Conduct investigations and prepare reports for the court with recommendations, which requires interviewing defendants and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and may include U.S. Sentencing Guidelines, Monographs, and relevant case law.
- Track legal developments, and update staff and the court. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Schedule and conduct drug use detection tests for defendants following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Responsible for enforcement of home confinement conditions ordered by the court.
- Analyze and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the court for resolution. Assess defendants' level of risk and develop a blend of strategies for controlling and correcting risk management.
- Participation in ongoing training and education opportunities to further develop and/or enhance techniques and skills relating to defendants investigation and supervision practices.

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- Communicate with other organizations and persons (such as the Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court hearings. Guide the work of staff providing administrative and technical assistance to officers.
- Guide, advise, train and make recommendations to other officers, the court, and other individuals regarding their designated area of speciality. Perform investigative and supervision responsibilities for defendants with specialized situations or needs.
- May supervise defendants in witness protection programs.
- Perform administrative duties regarding intensive supervision.

MINIMUM QUALIFICATION REQUIREMENTS: Applicants must be a citizen of the United States. Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. In addition to the educational requirement, applicants must have two years specialized experience, including at least one year as a CL 28 probation/pretrial services officer in the U.S. Courts. An evaluation of quality of experience may provide placement at salary levels above Step 1 up to and including Step 25 of CL 29 if the selectee possesses more than one year of specialized experience equivalent to work at Classification Level 28.

SPECIALIZED EXPERIENCE: Progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS: The selectee will be subject to ongoing random drug screening, updated background investigations every five years and may be subject to subsequent fitness-for-duty evaluations as deemed necessary by the Chief U.S. Probation Officer for reasonable cause at anytime. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request.

QUALITY RANKING FACTOR: Applicants must submit a narrative statement addressing the leadership skills that they bring to the position and how these skills would benefit our organization. Applicants must also discuss the characteristics that would make them the best candidate for the Intensive Supervision Specialist position.

APPLICATION PROCESS: Individuals interested in being considered for the position are invited to submit a resume accompanied by their narrative statement to Kathleen A. Szal, Human Resources Administrator, by the close of business on August 29, 2011.

Job description and additional information can be located on our website at www.nywp.uscourts.

This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

The U.S. Probation Office has the right to modify the conditions of this job announcement, withdraw the announcement or fill the position at any time before the closing date, any of which may occur without prior notice.

This Court is an Equal Opportunity Employer